

Hiring Checklist

_____ County Court/Office Position_____

_____ *Request to Fill Employee Vacancy* form was forwarded to the Court Administrator and approval was received to fill the position.

_____ Vacancy was advertised internally and by the Administrative Office on the Court's web site and if appropriate, by all judicial administrators and clerk magistrates. (Send copy of job notice to Administrative Office before you advertise.)

_____ Other forms of advertisement used for this position (Please list)

_____ Position was advertised externally for a minimum of six workdays from posting and no applications/resumes were considered after the closing date for this position.

	DATE ADVERTISED	CLOSING DATE (all should be the same date)
Within System	_____	_____
Job Service	_____	_____
State Personnel	_____	_____
Other	_____	_____

Describe steps you took to publicize this opening in communities of color (advertisements in ethnic centers, churches and other locations frequented by minority populations in your area, etc.)_____

_____ All applicants were required to complete and sign State Personnel's *Application for Employment* form.

Number of applicants who applied for position: _____

Criteria used to pre-screen applicants for further consideration?

List names of applicants chosen to be interviewed for this position with date interviewed:

Name	Date	Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continued on reverse...)

_____ Questions were uniformly asked each applicant chosen for interview?

If pre-employment test(s) were used, please list the types of test(s) used and who administered the test(s): _____

_____ References were contacted on each applicant chosen for an interview. (The signed Application for Employment form from State Personnel serves as an “information release” from the applicant.)

_____ If on the application the applicant listed specific convictions of violation(s) of law other than minor traffic violations, interview questions were asked about only those convictions relating in some way to the position. Please describe: _____

_____ The applicant selected for hiring was sent a “**conditional**” job offer letter (use the form letter) noting the requirement for a criminal history check.

_____ A request was sent for a criminal history check and the report received on the applicant using the procedures and forms required by the Nebraska Supreme Court.

_____ The report was ____satisfactory ____ unsatisfactory Please explain: _____

If unsatisfactory, discuss the matter with the AOC. If it is agreed the candidate is unsatisfactory, send a letter retracting the “conditional” job offer with an explanation. Retain this checklist for your records and send a copy to the AOC. Also send a copy of the Criminal History checks to the AOC. (Select the next candidate and continue the hiring process completing a new “Hiring Checklist.”)

List any other factors besides the information on the applicant’s job application and your documented interview questions considered in the selection of the applicant you chose to hire: _____

_____ All other applicants have been informed that that they were not selected for this position.

Name of applicant chosen for the position: _____

Position vacated by employee: _____

Starting Date: _____ Starting Salary: _____ (hour)(month)(year)

Name of Supervisor

Date

Make a copy of this completed form to include as part of your “Record of Hiring” and send a copy to the Administrative Office of the Courts. Also, a send copy of the Criminal History Checks. Upon receipt, you will receive a new employee packet to give to the new employee.